# Wisconsin Department of Administration
# Division of Enterprise Technology

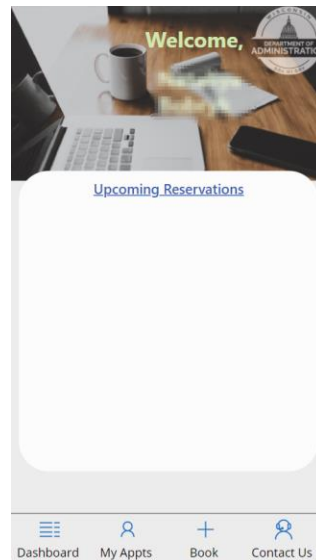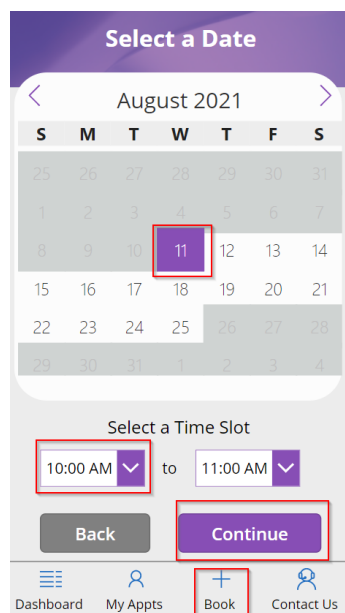# MPP Hoteling App Guide

## Content

## Intro

Hoteling app can be accessed on your mobile phone by downloading an app (refer to p. 9 ) or on the desktop by going to WI Desk Booking V2 - Power Apps
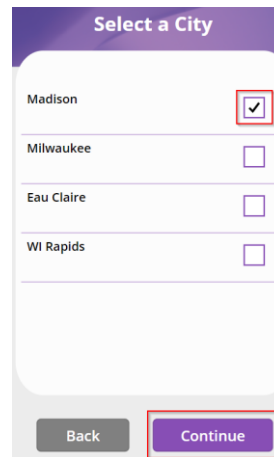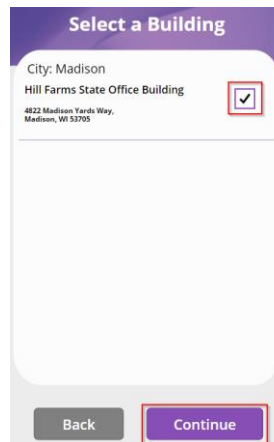


## Make a Reservation

Step 1. Click on the **Book** tab, select a date and time slot and click *Continue*:
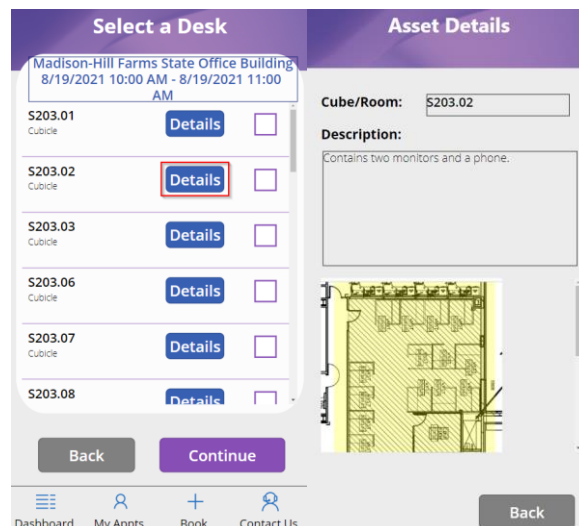
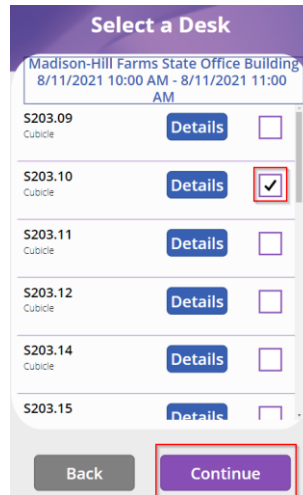Step 2. Select a **City** and click *Continue:*



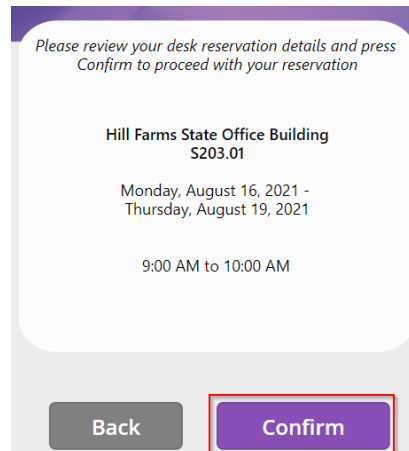Step 3. Select a **Building** and click *Continue:*



Step 4. Click on *Details* next to the cubicle to see its location on the map:
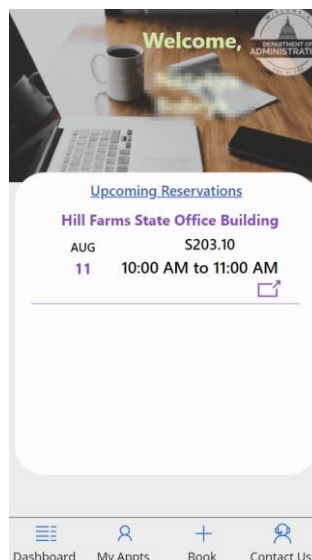
Step 5. Select a **Desk** and click *Continue*:



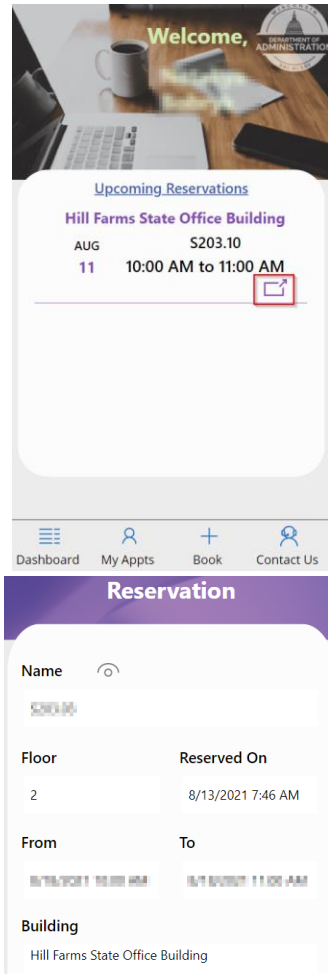Step 6. Review your reservation details and click *Confirm*:



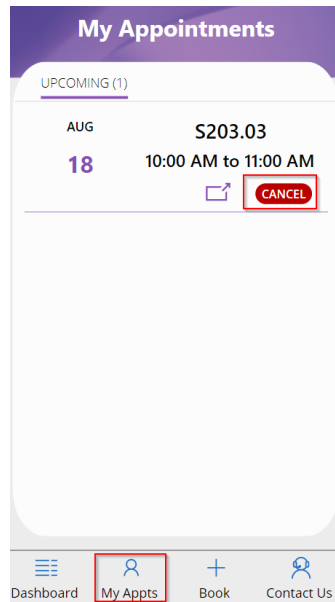Step 7. View your upcoming reservation on the **Dashboard** page:

## View the Reservation Details

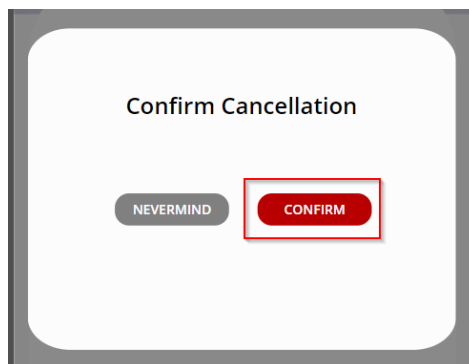Step 1. Click on *New Window* sign next to the reservation:

## Cancel an Existing Reservation

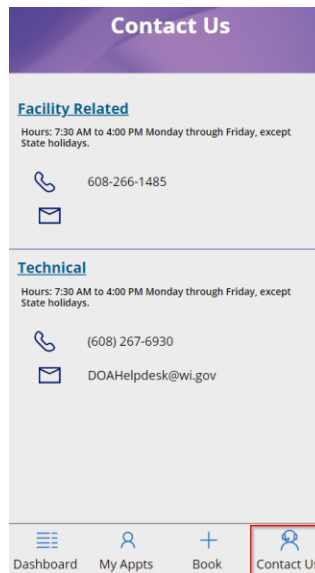Step 1. On **My Appts** tab click *Cancel* next to the reservation you want to remove:



Step 2. Click *Confirm*:
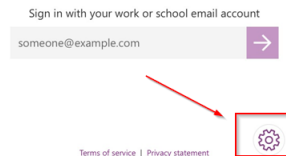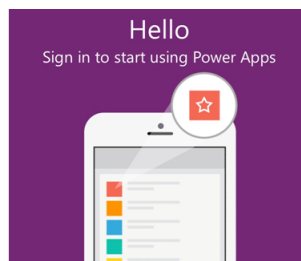
## Help Desk Info

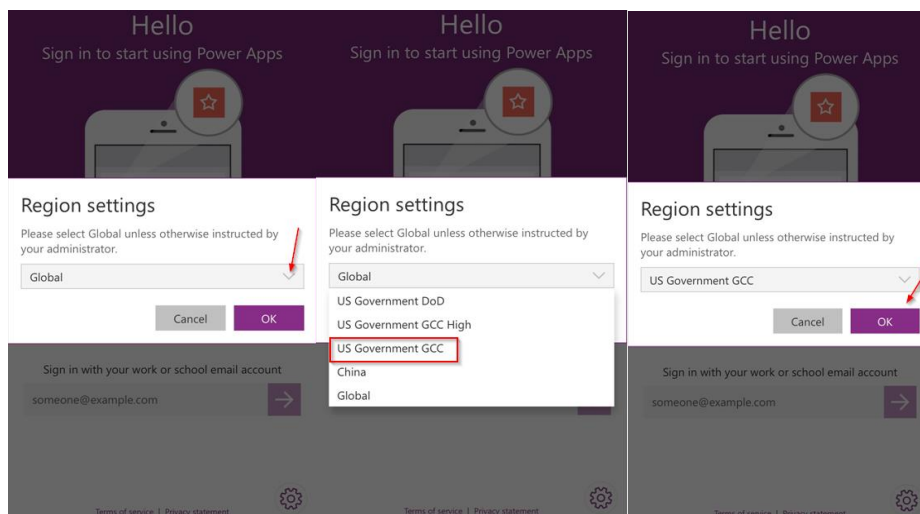- Select **Contact Us** tab:

# Mobile App Download Instructions

Step 1.  Download **Power Apps** from the App Store on your phone:
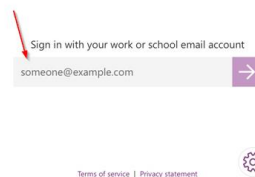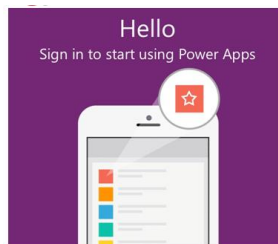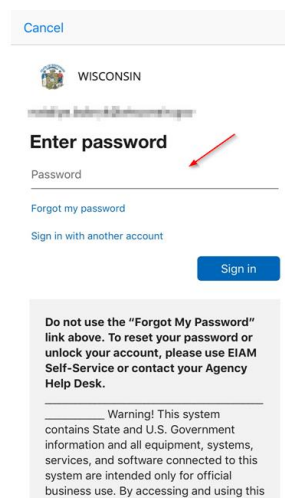


Step 2.  Click on the ***Settings*** symbol:



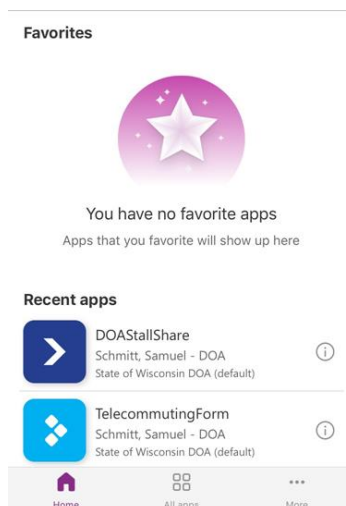Step 3.  Select *US Government GCC* from the **Region settings** dropdown menu:
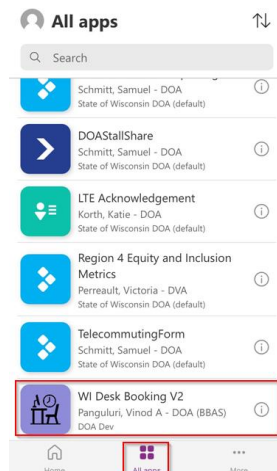
Step 4. Enter your work email address:
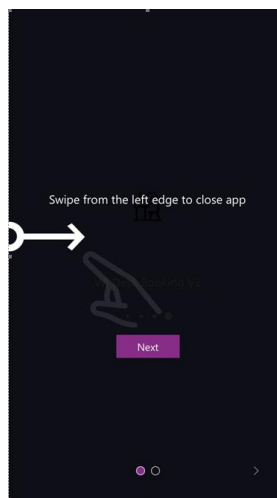


Step 5.  Enter your password:
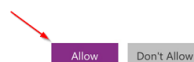


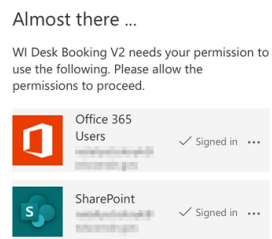Step 6.  View **Home** page with apps:

Step 7. Click on **All apps** tab and select an app of your choice from the list:



Step 8. Click *Next*:



Step 9. Click *Allow*:

Step 10. Congratulations! You have downloaded an app successfully: